

**7 OCTOBER 1997**



**Acquisition**

**SOFTWARE REQUIREMENTS REVIEW  
PROCESS**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

---

OPR: HQ AFMC/ENPP (Maj G. L. Gagnon)

Certified by: HQ AFMC/ENP (Col J. O. Sawdy)

Pages: 2

Distribution: F

---

1. This policy directs the use of the Software Requirements Review Process (SRRP) for the documentation and approval of mission critical software maintenance actions. The SRRP will be used by AFMC software maintenance organizations as the formal process to coordinate and document MAJCOM requests for software maintenance and configuration change approval prior to start of work. The SRRP is designed to tie together MAJCOM operational requirements, program office maintenance action resource requests, and MAJCOM requests for maintenance funding. The SRRP will be used by organizations within AFMC having mission critical software maintenance responsibilities.

2. This process will enable AFMC to trace workload requirements for all types of funding necessary to accomplish software maintenance. As a result, concrete and agreed upon software maintenance requirements between the user, Single Manager (SM), maintainer, and budget reviewers will be achieved. In support of long term planning, the SRRP will also capture projections anticipated during the requirements cycle. Once requirements have been identified and validated per the SRRP, the data will be file maintained.

3. The SM will ensure all mission critical software maintenance requests from the user are documented on the AFMC Form 230, **Software Support Requirements Documentation** and AFMC Form 231, **Software Task Detail Description**. The SM assigned Chairman of the Software Configuration Control Sub-Board will sign the AFMC Form 230 approving the software configuration change request.

**4.** The SRRP and the AFMC Forms 230 and 231 are designed with the Depot Maintenance Activity Group customer in mind. However, any program can use this process to help develop and track software maintenance requirements independent of the program acquisition phase.

JAMES F. BAIR, SES  
Director, Engineering and Technical  
Management